

Topic Two

ESTABLISHING AND MAINTAINING A HEALTHY BOOK SERVICE

Three Keys for a Healthy Book Service—People, Products, and Programs

I. The First Key: People—build up a proper service group:

- A. In order for all the saints to get into the proper and ongoing burden for the ministry publications, there must be a group of saints who will take the lead to help the saints to enter into the burden and practice of reading and distributing the publications:
 - 1. The book service members must be burdened saints.
 - 2. Assigning saints to participate is not sustainable.
 - 3. Both brothers and sisters can serve.
 - 4. Some leading brothers must also be involved for oversight and church coordination.
- B. All those in the group must share the same burden, i.e., the reading and distribution of the ministry publications in the church:
 - 1. “The most important burden of the book service is not to care for the inventory of the books but to study and find a way to spread every book into all the homes of the saints in your locality and, once the books are in the homes, to find a way to deposit their contents into the saints’ hearts.
 - 2. The book service “must encourage the saints in the localities where we serve to cultivate the habit of studying the truth.
 - 3. “We also must have a proper heart and attitude in our way of doing business. We are not selling books like street vendors.
 - 4. “You should urge the saints to have the books in their homes and encourage them to do their best to read them” (CWWL, 1984, vol. 5, “The Faithful and Diligent Spreading of the Truth—Concerning the Publication Service,” p. 191).
- C. Form the service group according to Brother Lee’s principles on the formation of the vital groups:
 - 1. Firstly go to the Lord yourself, regarding reading and promoting the ministry publications through speaking, posting, loaning, giving, and selling.
 - 2. Pray for others with the same burden to join you.
- D. The book service group should be active like other church service groups, e.g., children’s work and young people:
 - 1. Meet weekly to pray about the burden, read and enjoy the ministry together.
 - 2. Fellowship about ways to promote the literature among the saints.
 - 3. Provide “direction, encouragement, and incentive” for reading and promoting.

II. The Second Key: Products—setting up a book room or a book display (Topic 6).

III. The Third Key: Programs—promoting reading the ministry and the pursuit of the truth (Topic 5).

IV. Workshop:

- A. Church book service testimonies.
- B. Prayer and fellowship about establishing or strengthening the book service in your church.
- C. Questions and answers about a healthy book service.

Topic Six

SETTING UP BOOK DISPLAYS AND BOOK ROOMS

I. Three Purposes of Book Displays (1 min)

- A. Showcase: Displays the riches of the ministry
- B. Library: Facilitates the borrowing of books
- C. Sales Counter: Assists in the buying or ordering of books

II. Setting Up Book Rooms (9 mins)

- A. Business Matters
 - 1. Business license
 - 2. Sales tax matters
 - 3. Cash register vs calculator
- B. Rented Spaces
 - 1. Portable displays
 - 2. Table displays
 - 3. Book displays
- C. Meeting Halls
 - 1. Book shelves
 - 2. Book tables
 - 3. Book displays

III. Book Room and Book Display Workshop (22 minutes)

- A. Rented Spaces
 - 1. Photos and videos of different churches
 - 2. Testimonies
- B. Meeting Halls
 - 1. Photos and videos of different churches
 - 2. Testimonies
- C. Retail Shops
 - 1. Topstone Book Store—photos and reports
 - 2. Chicago Bibles and Books—photos and reports
 - 3. Amana Book Store (San Francisco) report
 - 4. 1299 Massachusetts Avenue, Boston—photos and report
- D. Questions and

Answers

(cont'd)

IV. Display/Library Sets (8 mins)

A. Basic Package:

1. Basic A—10 “foundation” books, total spine display width = 4 inches
2. Basic B—Basic A + softbound *Life-study Genesis & Life-study Ephesians*, display width = 10 inches
3. Basic C—Basic B + *The Knowledge of Life* and *The Experience of Life*, display width = 11 inches

B. Standard Package:

1. Standard A—Basic C + 1 Holy Bible hardbound w/ FN; 1 Holy Bible bonded leather w/o FN; 1 NT economy softbound w FN; 1 hymnal (medium, words only); 1 *Psalms, Hymns, & Spiritual Songs*, 75 more books (total 85), 18 booklets, display width = 4 linear feet.
2. Standard B—Standard A + 11 more books (total 96), and 67 more booklets (total 85), display width = 5 linear feet.
3. Standard C—Standard B + *Life-study of New Testament* (57 volumes, softbound) and 23 more books (total 108), display width = 7 feet.

C. Enhanced Package

1. Enhanced A—Standard C + 67 more books (total 175), *Life-study of the Bible* (94 volumes softbound) w/ NT Conclusion Messages (26 volumes, softbound), display width = 10 feet.
2. Enhanced B—Enhanced A + 1 more Bible, hardbound w/ footnotes; 1 hymnal, small, words only; and *Hymns Jr*; 175 more books (total 283), display width = 13 feet.
3. Enhanced C—Enhanced B + 127 more books (total 410), display width = 16 feet.

D. Comprehensive Package

1. Enhanced C + 3 more hymnals (total of 7); 1 New Testament (pocket-size, text only); Holy Bible, text only, burgundy bonded leather; Holy Bible, with footnotes, burgundy, bonded leather; New Testament, burgundy, bonded leather; New Testament, burgundy, economy with footnotes, softbound; Genesis Recovery Version with footnotes, Exodus Recovery Version with footnotes, Ezekiel Recovery Version with footnotes, *A Select English-Greek Concordance of the New Testament*, *A Select English-Hebrew Concordance of the Old Testament*.
2. *The Collected Works of Watchman Nee* (62 volumes, hardback); *Life-study of Old and New Testaments* (32 volumes, hardbound); *Life-study of the New Testament, Conclusion Messages* (8 volumes, hardbound); *Life-study of Genesis* (3-volume set, pocket-size edition); *Life-study of Isaiah* (pocket-size edition, #1-54); *Life-study of Psalms* (pocket-size edition, #1-45).
3. 111 more books or a total of 521 books

E. For detailed information about the contents and price for each package option, please visit www.livingstream.com/packages.

Living Stream Ministry

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Order Received By _____

Display/Library Set Order Form

The following is an order form for display/library sets offered by the Living Stream Ministry (LSM) with the purpose of providing churches or individuals with a set of LSM publications for physical display of ministry material to for serve as a library for loaning out to individuals.

NAME:	DATE:
BILLING ADDRESS:	SHIPPING ADDRESS: (If different from Billing Address)
PERSON PLACING ORDER	
EMAIL:	TEL:

Living Stream Ministry provides four different packages with ten options to meet a variety of needs and budgets. Please check below the option you would like to order:

Basic Package Options:	Qty	Enhanced Package Options:	Qty
Basic A: \$ 70.91	_____	Enhanced A: \$1,495.12	_____
Basic B: \$ 144.42	_____	Enhanced B: \$1,996.73	_____
Basic C: \$ 165.25	_____	Enhanced C: \$2,477.89	_____
Standard Package Options:		Comprehensive Package:	
Standard A: \$ 600.89	_____	\$4,524.58	_____
Standard B: \$ 747.15	_____	Note: For a more detailed description of each of the options, please see the corresponding package information sheet.	
Standard C: \$996.47	_____		

You can customize a package by adding or subtracting titles by using the package information sheets. You may create an individualized package using a combination of books of your own choice, including books of other languages. Please use an empty order form to create a customized list. **More details on the back.**

To complete an order please:

- Fill out this form and choose a base package.
- To request changes to a base package, use the comments section in the package information sheet.
- To create a customized list, please use an empty order form and add the items.
Please note that the quantity for all items needs to be one (1).

The actual package price will be calculated based on the items included. There is a 30% discount on the retail price for all orders under \$500. There is a 45% discount on the retail price for all orders over \$500.

If an item is not available at the time of the order is fulfilled, it will go into backorder. When the item becomes available it will be invoiced to your account and sent. In such cases, we will honor the discount of the original order when invoicing.

Church Book Service History Questionnaire

The following questionnaire was sent to a number of churches, most of which are represented at this workshop. The responses that follow should be received as open fellowship that may benefit other churches where applicable.

Church in _____ Book Service History Questionnaire

- 1) What year did the church officially begin meeting in your city?
- 2) What year did the book service begin or how many years has the book service been at least semi-active, meaning selling more than just HWMR.
- 3) Describe your book service meeting “schedule” (day of week and time, frequency, location)
- 4) Describes the activities of your book service meetings.
- 5) How do the saints pay for their books?
- 6) List some key lessons that you have learned over the years
- 7) Summarize briefly the best practices for a new church to follow in order to sustain a healthy and active book service group.

Church in Bellevue, WA Book Service

Beginning

The book service started in 1976 when the saints took the ground in Bellevue. We began meeting in rented facilities at the YMCA. Every Lord's Day a mobile book stand was rolled out to distribute ministry book such as the Life-study booklets and the *Stream* magazine. When we acquired a church house for meetings and later rented facilities from the school district for the church meetings, the mobile book service continued, with a service group who would set out the literature before every meeting.

Meeting Hall

In 1980 the construction of a church meeting hall was completed. One wall in the main meeting area was dedicated to the book service. Six oak book shelves were built to cover the entire wall in order to display ministry books. In the 90s the ministry book inventory was expanded to include the Chinese, Korean and Spanish languages. Two brothers were dedicated to serve on book sales and training registration. Whenever a new book was released by LSM, a brother gave a brief review of the new book on Lord's Day.

Book Service Corner

Three years ago, a "book service corner" was created by building countertops which enclose the corner of the main hall next to the bookshelves.

SQUARE online payment has been enabled which allows saints to make payments with their credit cards.

Present Practices

Each year in the spring and fall, two Puget Sound conferences are held in Bellevue. Whenever possible, we fellowship with the speaking co-workers beforehand and pre-order ministry books in multiple languages which align with the burden of the conference. Saints are encouraged to read the books to enhance their enjoyment of the word released during the conference.

CWWL and Ministry Digest

Recently to encourage the saints to get into *The Collected Works of Witness Lee*, (CWWL), the elders gave their testimonies of how much they gained from reading the ministry. Ten to fifteen minutes were dedicated for this at the end of the Lord's table meeting for several weeks. This resulted in a sizable increase in the number of saints subscribing to the *Ministry Digest*.

Keys to a Healthy Book Service

To have a healthy book service, brothers and sisters meet on a regular basis to strengthen the core serving ones. Additional saints are regularly invited to join the service. The leading brothers are always included in the fellowship.





The Church in Boston, MA, Book Service

Beginning

The church in Boston was re-established and took the ground on November 9th, 2008. Along with many other services that were resumed at the beginning of the church life, the book sale service was semi-active and was mainly responsible for selling the Bible, Hymnal, *The Holy Word for Morning Revival*, gospel calendars and the semi-annual training outlines. The initial book sale service group was coordinated mainly by two brothers, and the coordination took place bi-weekly on the phone. From November 2008 through December 2013 the church in Boston met in rented facilities, so the “bookroom” was portable with minimal display, and the service was carried out mainly after the Lord’s Table meeting on the Lord’s Day.

Meeting Hall

In December of 2013, the church in Boston started to meet at the meeting hall on 1299 Massachusetts Avenue in Boston. The facility also functions as the training center and housing for the Full-time training in Anaheim – extension Boston. Additionally, the facility also contained a Living Stream Ministry bookstore that provided the saints and the trainees with the ministry publications.

From January 2014 to December 2018 this service group was comprised of serving saints who were volunteers for the LSM bookstore. This included XB trainees, thus the total number of participating saints varied from term to term, averaging around eight serving ones at a time. The service group met bi-monthly in the home of one of the serving ones for a love feast and coordination. During this time, we prayed, got into the ministry, and had fellowship regarding practical matters.

Present Practice

At the end of last year of 2018, through fellowship with the LSM serving ones and the responsible brothers in the church in Boston, the LSM bookstore in Boston stopped operating. Since then, the book sale service become more active and strengthened. Many burdened ones were added to the service, weekly coordination among the three serving brothers is held on the phone, and monthly coordination time with all ten serving saints is held at the hall.

During the coordination time with the serving brothers who take the lead in this service, we value the following: 1) to pray for ourselves, for the serving ones, and for all the saints with an ever-increasing appetite for the ministry; 2) to consider on an ongoing basis what books to recommend to the saints that match the Lord’s present speaking to the churches and our locality; and 3) to create incentives for the saints, especially our young people and college students, to get into the ministry.

For all the serving saints, we have a reading schedule to get into one chapter a week of a specific ministry book. We encourage one another to share his or her enjoyment from the reading in a GroupMe group chat. When we come together for our monthly coordination time, we will share our enlightenment and enjoyment from the reading. Our payment method is using Square.

Lessons Learned

The main lesson the serving brothers are still learning is having frequent and definite prayer times together. As we pray to the Lord to receive His burden, that burden will give us the direction from the Lord. All the saints on this service are learning the importance of being served before we can serve others. Without first being served by the Lord through being in His ministry, we cannot properly serve and ask the saints to be in the ministry.

The Church in Charlotte, NC, Book Service

I. Meeting Facilities

- A. The church in Charlotte was re-established in 1998 through a migration that brought saints to Charlotte from all over the United States.
- B. Before the church had its own meeting hall, the saints initially met in a home, later a second home, then in a school, and at the University of North Carolina in Charlotte (UNCC).
- C. In 2004, the church continued meeting in its newly built hall up to the present time.

II. Book Service History

- A. When the Lord's table was begun in 1998, the initial meeting of the church was in a home, and subsequently in another home. In both locations the *Holy Word for Morning Revival* (HWMR) was sold at the back of the meeting area.
- B. When the church began meeting in a school and later at UNCC the book room was a large canvas container moved around as necessary by the serving ones:
 - 1. The serving ones sold the ministry books, counted and totaled the proceeds, placed them in an envelope, which was put in the church offering box or handed to one of the finance brothers.
 - 2. Later the responsibility for counting the proceeds from the ministry book sales was given to the finance brothers.
- C. Beginning in 1999, two saints were given the responsibility to care for the book service under the guidance of the leading brother. The serving ones sold the ministry books to the saints according to cost, shipping and handling, less taxes.
- D. In 2004, the church moved into the new meeting hall. A room in the back of the hall was designed to be mutually used for the ministry books, tapes, and translation services:
 - 1. Later the church began its *standing order* for new publications. There were minimal sales of the ministry books; thus, after several years the standing order was discontinued except for the HWMR.
 - 2. At one time the church had a ministry tape service group, which stopped meeting some years ago. The book service assumed maintaining a self-service audio library. The church book service still subscribes to the audio messages from the semi-annual trainings, international conferences, and the Full-time Training Wednesday ministry meeting messages in multiple languages.
 - 3. Throughout the past years at least eight sisters have participated in the book service in some capacity. The service primarily focused on book sales. But a great shortage for years was the lack of "a service group meeting."
 - 4. Toward the end of 2017 or the beginning of 2018, through fellowship among the leading brothers, two coordinating brothers began to head up the book service, which brought in changes, a fresh direction, and the service group began to meet.
 - 5. Since the beginning of 2019, the church had a new beginning with all the service areas. Now there are two (2) brothers and seven (7) sisters serving in the book service.

III. Book Service Meeting

- A. The book service group meets biweekly on Saturday morning at 10:00 in the church meeting hall.
- B. The service meeting always begins with prayer for the service, for one another, for the church, and for the propagation.
- C. In the gatherings, the service group has been reading the materials from the *Church Book Service Workshop*, which was given in August 2018.
- D. After prayer and reading the ministry, the service group takes care of practical matters such as caring for the display and sales area, book inventory, pricing of individual books, and checking the accounting of weekly sales.

IV. Book Displays

- A. Currently we use permanent bookcases and wall shelving for book displays.
- B. We have one open tiered seven (7) row bookcase that displays the covers of forty-nine titles.
- C. A table and counter space enable us to display tracts, “rainbow booklets,” and CD’s.
- D. We are planning to place several movable displays in the meeting area of the saints in the future.
- E. Photos of the book room and book displays are presented on the last page.

V. Payment Methods

- A. Purchase of ministry books is by check or cash.
- B. If one is without a check or cash, then they may still take a book(s), and sign the “I Owe You” (IOU) ledger and pay their obligation at a later time.

VI. Lessons Learned and Keys to the Formation, Growth, and Continuation of a Healthy Book Service

- A. We have learned that the saints in the group must come together to pray and fellowship otherwise there is no progress or development of the service:
 - 1. The burden is to get the ministry into the saints’ hands and to encourage one another to partake of this ministry more and more.
 - 2. Praying together strengthens and encourages us as we contact the Lord and sense His living presence with us. Together we touch His burden to minister to the church.
 - 3. Although many saints are dutiful, at this time there seems to be at best a maintenance of sales without group prayer.
- B. If the brothers bearing responsibility do not pray and fellowship together and contact the other serving saints by email, text, or phone to encourage them to meet, then there are only a few saints who will regularly come to the hall to meet for the service:
 - 1. Building up the service groups really requires the shepherding, which eventually will be in mutuality.
 - 2. But at the present time, this shepherding depends very much on those bearing responsibilities to open to the Lord for the care of the saints, then the practical matters will follow.

Photo 1



Photo 2



Photo 3



Photo 4



Church in London, ON, Canada, Book Service

- 1) What year did the church officially begin meeting in your city?

1970

- 2) What year did the book service begin or how many years has the book service been at least semi-active, meaning selling more than just HWMR.

1976

- 3) Describe your book service meeting “schedule” (weekday and time, frequency, location)

The book service has ceased meeting quite a few years ago when the ones caring for it moved away.

- 4) Describe the activities of your book service meetings.

- 5) How can the saints pay for their books?

Mostly it is self-serve, i.e., there is a slot in the counter where they can put the payment for a book. Otherwise, they ask the one still caring for the books to help them with suggestions or change for what they are buying.

We also have another arrangement where saints who want can sign up and prepay for new books that come in. The sign-up is by the same categories that LSM allows for standing orders.

- 6) List some key lessons that you have learned over the years

Having saints sign up first for standing orders and then pay later did not work well. The saints often were not willing to pay for particular books that were on their standing order if they didn't think that they would read them.

- 7) Summarize briefly the best practices for a new church to follow in order to sustain a healthy and active book service group.

We are interested in learning from other churches.

Church in San Antonio, TX, Book Service

The book room in San Antonio is not in a separate room, but is part of one large meeting room. We have three bookcases, a table on which to conduct sales that also serves to hold *The Holy Word for Morning Revival* and *The Ministry of the Word*, and another table with various books and booklet displays. We have several types of books in two of our bookcases, e.g., hymnals, Bibles, etc., and the CWWL is in a third bookcase. Once we get our new meeting hall, we will have a separate room where we can do much bigger displays and keep many more books in stock and on display for the saints. Currently we are limited in space, in service time from the serving ones, and in ways to keep the area secure.

We took the ground on September 2, 1984, and the brothers simply ordered the books and put the saints' names on them. The saints put their money in a box and picked up a book. Of course, the church here started with only ten saints so this worked until we grew. Later many got on Direct Mail Service (DMS). In 2001, the book service was turned over to one of the elders and his wife who had moved here to help with this growing locality. They handled the ordering and the selling of all of the materials. It has continued to be active since that time, and in the spring of 2018, six sisters took over the book service.

A leading brother and one serving sisters from San Antonio attended the August 2018 Church Book Service Workshop. After they returned, we held meetings in various homes to go over the workshop binder, and these meetings are still ongoing on various days and times. We have tried meeting for lunch at homes after the Lord's Day meeting and for lunch during the week or for breakfast on a Saturday morning. Since some of the sisters work, meeting during the week to include the whole group does not work well. Some subset of the serving sisters have met together to pray at coffee shops as often as they can to discuss the service work. Those meetings are usually on Thursday mornings; however, we have not met for a couple of months. One sister is leaving to get married, so we have just five serving sisters at the current time.

We accept cash and credit card payments. We purchased a machine for approximately \$300 by Square, and it works much more easily than iPhone Square we originally used. When we have a large sales day, we can use both the Square machine and the iPhone Square. Our saints love that we can take credit cards now. Most young people do not carry cash.

We conducted a survey, this past winter and had fifty families respond. Our normal attendance is 90 to 120 saints so we had a large response to the survey. This gave us a better idea of how many were using DMS, purchasing books on their phones, or buying their materials at the hall. We also asked them about the use of credit cards and how they would like to be made aware of new ministry materials. Most wanted to use credit cards and the majority preferred email.

We have learned that it is very hard to have full attendance at book service meetings with working sisters serving. They have so much to do on the weekends, and stay-at-home sisters want to be home with their families on the weekends when the working ones are available. At this point in time, the book service functions under the leadership of the leading brothers; however, no brothers actively participate in the book service.

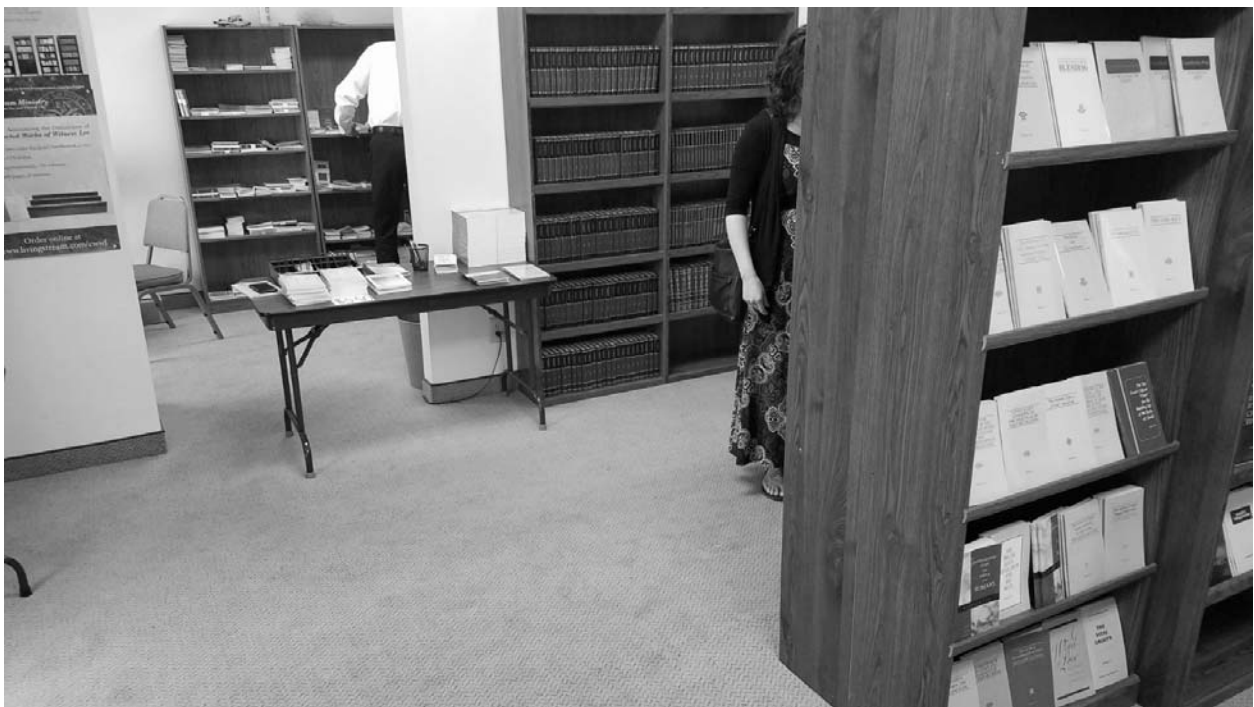
Even though the church has been here for many years, the book room service has only recently been established. We are learning as we go, and dealing with practical situations as they arise. Thus, regarding ideas for best practices for the formation, growth, and continuation of a healthy book service we are just beginning and are in the “infancy” stage. However, we can tell we need to continue to endeavor to find a way to meet on a regular basis, at least monthly if at all possible.

We also long to enter into the burden of this ministry to help our serving ones not just sell books, but learn to get the books from the hall, to the homes and into the hearts of all the saints and new ones. We are burdened to bring the book service saints in particular, and the local saints in general, into Brother Lee’s vision that the book service and distribution of the printed ministry is the most important practical service of a local church. What a privilege to be here—growing, learning, and endeavoring in this ministry!

The Church in Spokane, WA, Book Service

- There were no service groups in the church in Spokane's early years after it began in 1970. Due to the limited availability of books we had a single table set up for display. Around 1974 we began having service groups and the Bookroom service group was very popular. We kept around 4 copies of each of the books and began adding more tables. We also ordered Watchman Nee's books from CLC and CFP. Once the meeting hall was built in 1975 we then had a separate bookroom. For many years since the only source for the saints to obtain ministry materials we had a very busy bookroom with a service group of between 8 to 10 saints. We met weekly for prayer, fellowship and the practical service of ordering and stocking. We had a card system embedded in the book display. When we got down to 3 copies of a book a green card would display so we would re-order. A white card indicated we were completely out of that book. Eventually we had to knock down a wall and expand our bookroom area. Two things happened to decrease the bookroom service. One was when LSM began offering a direct mailing service so many of the saints no longer needed to utilize the bookroom to obtain their books. The result of this was that there was no need of so many saints serving in the bookroom. At about the same time a number of saints moved away, some of which had served in the bookroom. We still continued to keep a large inventory of books.
- Our meeting hall capacity has around 250 in the main meeting area. In 1983 we built a major addition with an office, classrooms, a tape room and a smaller meeting area. Our bookroom is part of our original meeting hall and is contained in 3 separate rooms with 2 of them for books and a smaller working room with some additional storage.
- We currently have about 14 3-shelf bookcases for our books, life-studies, bibles and hymnals. We also have a booklet display set up on a table. We are considering how to add additional space.
- Currently the saints pay for their books either by cash or check. We looked into debit/credit card processing about a year ago and decided against it as our sales volume did not justify the cost. We have a couple of cases where saints have paid an amount up front and will come in and get materials. We keep a running account of their total.
- We try to stock all of the English written materials (books, life-studies, booklets, Bibles, hymnals) that are in the LSM book catalog and keep 3 to 5 copies of each. The books are arranged in alphabetical order except we have a separate bookcase for all of Brother Lee's books that have been published since he passed away. Every 2 weeks during service group time we check our inventory to see what we need to order. We usually order about 60 HWMR when they come out and will re-order more if necessary. We also will order from LSM any special requests for the saints like non-English materials. We price all of our materials based upon the retail invoice or catalog price. We also distribute the training outlines twice a year.
- One lesson learned is to not order more books than necessary as we have limited storage space and still have some excess materials from years ago. Another lesson is to require payment when materials are purchased (with some minor exceptions). Several years ago we had a credit system where the saints could pick up materials and pay later. The accounting for that was complicated and it was very difficult in some cases to track down some of the saints and remind them to pay.
- The book service currently does not have a separate meeting but the church has service groups every 2 weeks on Saturday at 9:30 a.m. At that time different service areas group together for prayer and fellowship for an hour. Then the different groups split off for service so that is when we do our practical book service.

- The bookroom is open for sales during after our Lord's day morning meeting. We will stay there until there are no more saints that come in. On the Lord's day evening we will open it up if there are saints wishing to purchase books. We will also open up after conference meetings.
- For about 20 years there was only 2 brothers serving in the bookroom. About 2 years ago we added another younger brother.
- We are in the process of setting up a lending library for the CWWL and CWWN. Two sisters are starting to put that together.
- In our view the key to a healthy book service is the saint's appetite for the ministry. Another key is to have available all of the materials any of the saints might want.







The Church in Storrs, CT, Book Service

Beginning

The church in Storrs began to meet in September, 2011. In December of 2017, the responsible brothers of the church in Storrs of 25 saints through fellowship and prayer assigned two particular brothers to establish a regular book service. Accordingly, three brothers (including a leading brother) began reading, praying, and reading specific portions from *The Collected Works of Witness Lee* regarding service, the publications, and history of the book service. These meetings served as a foundation for the book service.

Our locality does not own or rent a "meeting hall" and has no permanent bookstore. The book service members bring select titles to the meeting location each week as a tabernacle and tent service. A wire bookshelf rack, cash register, and folding table are a part of this mobile book service.

Practice and Setup

The church in Storrs purchased an Enhanced Display Package A from the Living Stream Ministry to best meet the needs of our locality. A list of titles, the Life-studies of the Bible, and The Conclusion of the New Testament were a part of this purchase. A majority of the books are kept at a responsible one's home on bookshelves as a permanent fixture. Most books are open for saints to borrow and/or purchase. The 135 volumes of CWWL are housed and on shelves in this home, and are in the process of being arranged for permanent display.

The book service group meets every week for prayer, CWWL reading, and fellowship regarding practical matters such as: taxes, revenue counting, inventory tracking, and fellowship regarding what material to promote to the saints. Each week at the Lord's Table, a member of the book service is also responsible for promoting a particular book which is read by the group prior to that Lord's Day.

The ministry books chosen for promotion vary throughout the year and are usually in coordination with the leading ones. The book service may promote books targeted to young college students, serving ones, how to speak to new ones, or for finding nourishment in the word. Our early promotions were focused on ministry publications that opened the word and how to read the Bible. The book service oversees the book inventory, places orders for the saints through LSM such as HWMR and standalone books, and provides information to the saints regarding DMS, *Ministry Digest*, etc. The saints pay for their books by cash or check.

Current State of Affairs

The church in Storrs currently meets in the homes of two leading brothers. The book service arrives before the Lord's Table (usually at least 30 minutes before others) to arrange the book display and cash register. This is done to avoid being a distraction to other arriving saints. We are promoting the ministry publication *Eating the Lord*, a short publication on taking the Lord as food. We have found that promoting short publications such as these are more easily digested and retained by saints for regular nourishment.

Lessons Learned

1. Consistent, regular, weekly book service meetings with a leading brother involved.
2. Public promotion of books at the LT weekly.
3. Quick and efficient book service ordering and turnaround to/from LSM for the saints' benefit.

Church in Tacoma, WA, Book Service History

- 1) Describes your meeting facility: meeting hall, rented facility, homes, etc.
 - a) Tacoma meets in a hall which was purchased in 1985.
- 2) Include year the book service began or how many years the book service has been active or semi-active.
 - a) The church began to have a bookroom from the time the hall was purchased, 1985.
- 3) Include day of week and time, how often, and where the book service meets.
 - a) Our book service can at best be described as semi-active. There is no regular meeting of the service group. The church has a standing order for new books and HWMR. These publications are displayed and the saints come to the book sales area to purchase them.
- 4) Describes what you do in your bookroom meetings.
 - a) We have been inspired by last year's workshop to develop this service into an organic, functioning group. We hope to establish this service by the end of 2019.
- 5) Describes what kind of book displays you have, e.g., tables, bookshelves, portable stands,
 - a) Our books are displayed in three ways:
 - i) In a room separate from the main meeting room we have a library with two sections in four bookcases:
 - (1) One section contains all the ministry material which is referenced in the 32 lesson God-ordained Way training. These books have been serialized and are signed out/in using a check-out binder.
 - (2) The other section is a free loan library which consists of books which have been donated by the saints and unsold books from inventory. The saints may simply take these books for their use and return them.
 - ii) In the hall's main meeting room our retail book display is in one corner with five bookshelves and two tables.
 - (1) On the bookshelves we display example copies (not for sale):
 - (a) Bookcase #1 (spine visible)
 - (i) The Collected Works of Witness Lee
 - (ii) Paper back copies of ministry books arranged in alphabetical order.
 - (iii) The Ministry Magazines
 - (b) Bookcase #2 (front cover visible)
 - (i) Life-Study of Genesis and Exodus
 - (ii) "Classic" book titles such as The Experience of Life, The Knowledge of Life, The Normal Christian Life...
 - (iii) New publications
 - (iv) LSM catalog in English and Chinese
 - (v) Pamphlets
 - (vi) Rainbow books
 - (c) Bookcase #3: (spine visible)
 - (i) The Collected Works of Watchman Nee
 - (ii) The Life-Studies
 - (iii) Classic titles in Spanish
 - (iv) Hymnals and leather-bound Holy Bibles
 - (d) Bookcases #4 and 5 (spine visible)
 - (i) Various books and hymnals in Spanish, Korean, Chinese and Russian

- (e) On Table #1:
 - (i) Blank forms for ordering books
 - (ii) Books for sale:
 - 1. The current Holy Word for Morning Revival in English, Spanish, Korean and Chinese
 - 2. Books which are currently being promoted:
 - a. For young working adults
 - b. For basic truth meetings (quarterly)
 - c. Children's service
 - d. New publications
 - i. In English and Spanish
 - ii. The Ministry Digest
 - iii. Information sheets for the CWWL
- (f) On Table #2:
 - (i) A display copy of the Holy Bible Recovery Version OT/NT
 - (ii) Free literature:
 - 1. NT Recovery Versions in English, Spanish and Russian
 - 2. Basic Elements of the Christian life
 - 3. Mystery of Human Life
 - 4. Gospel tracts
 - 5. Reading schedules
- 6) Includes two to four photos of your book room.
 - a) Loan library in a separate room
 - b) Book sales area of the main meeting room
- 7) Includes how the saints pay for their books
 - a) All book sales are by check or cash
- 8) Includes lessons learned
 - a) The main lesson we have learned is that whatever publication we promote in the meetings gets purchased. This is true for individual books and for HWMR.
 - b) We have learned to "look ahead" to topics which the church will be covering and order a few copies of a book that relates to that topic.
 - c) It has been difficult for us to order the correct amount of HWMR. We often either sell out of copies or have too many left over.
 - d) We have a substantial inventory of unsold Ministry Magazines.
 - e) We need to greatly increase our inventory of languages other than English.
 - f) We need to get catalogs for publications in Korean and Russian.
 - g) We are considering how best and what to display in the foyer of our meeting hall such as the Recovery Version, Hymns and pamphlets.
 - h) We plan to add a technology kiosk to help the saints access the Ministry online.
- 9) Includes a summary paragraph listing the keys or "best practices" to the formation, growth, and continuation of a healthy book service.
 - a) The book service is a service which we have only last year realized the need for. It is a work in progress. Our vision was too low. But we are full of hope for a vital, organic service with many more saints participating. We are inspired to take the Ministry Digest to the home meetings and present its content as a way to continue in the teaching and fellowship of the Apostles. The workshop held last August was a great help and

inspiration for us to pursue developing this service. As we have spoken of this vision, already some saints are expressing a burden to participate. Two saints are attending this workshop that did not attend last year.



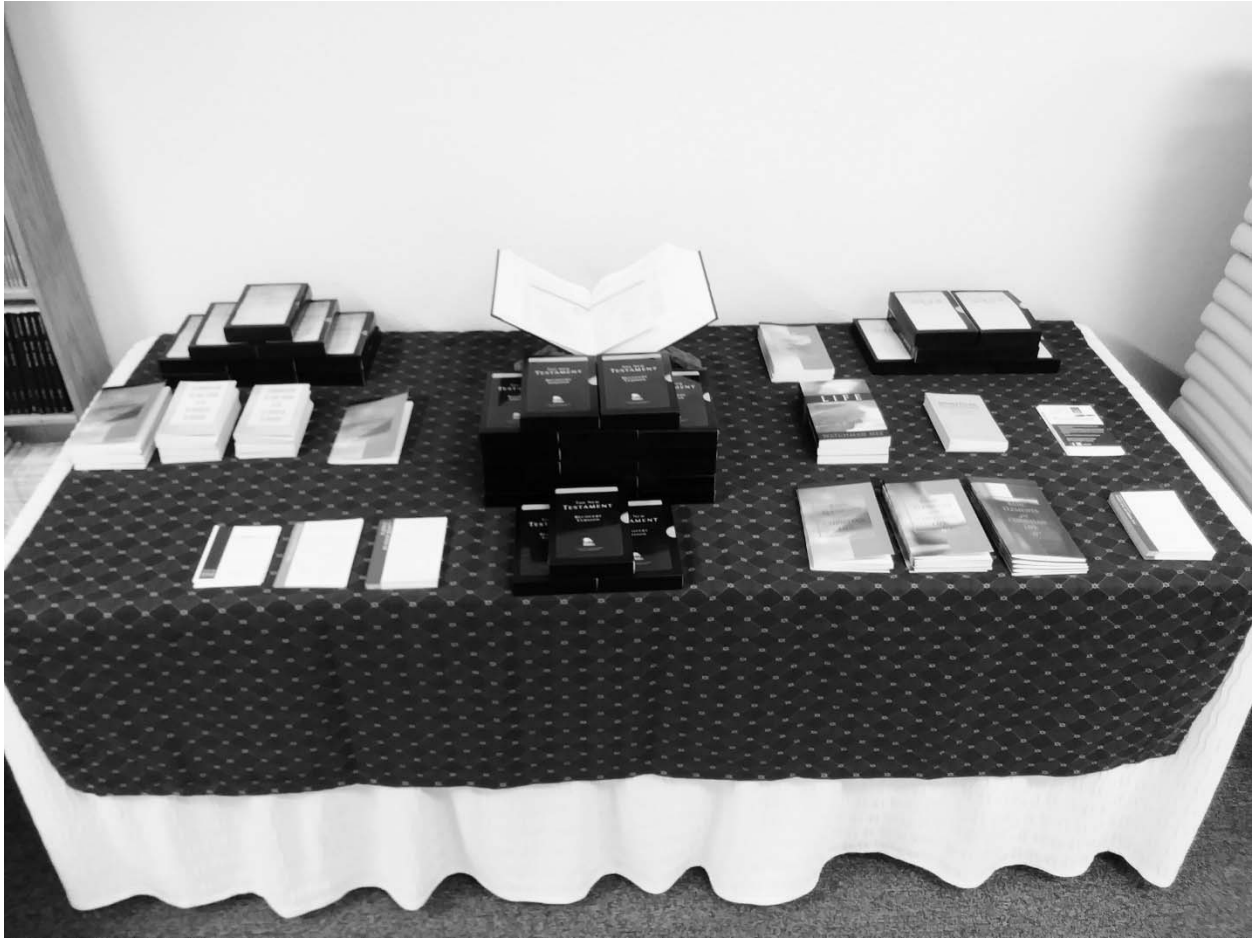
Free loan library



Book service area



Book sales table



Free literature table

Church in Virginia Beach, VA, Book Service History

The church in Virginia Beach currently does not have a meeting hall but meets in a home on the Lord's day. Approximately 35-40 saints gather for the Lord's table and prophesying each week. Due to its proximity, the church in Newport News meets corporately with the church in Virginia Beach on the first Lord's day each month. This corporate meeting sees about 55-60 saints gathering in one home in Virginia Beach. Although there is close fellowship with these two churches, the prayer meetings, small group meetings, and church fellowship meetings of the responsible brothers for each church are held separately during the month.

The church in Newport News was established as a locality about 1985 and obtained a DMS account after that date (#123). The church in Newport News received many LSM publications on a standing order basis throughout the years. Although there had been individual saints living in Virginia Beach for the past 45 years, generally they met corporately with the church in Newport News until August 2017 when the Lord led the local brothers to establish two separate localities. At that time Virginia Beach obtained a separate DMS account (#862) and began purchasing LSM publications for the saints in the Virginia Beach. Although some of the local saints have their own DMS account, the church in Virginia Beach and the church in Newport News order publications for the saints in their separate localities.

Currently, the LSM publications ordered by each of the two churches include the Recovery Bible, the Recovery New Testament, the Recovery Hymnal, the *Holy Word for Morning Revival*, the Ministry Magazine, the *Ministry Digest*, Life Study volumes, and selected publications of various LSM titles that the saints request. Many of the saints in both church have a complete set of the Life Studies and the *Collected Works of Watchman Nee*. Some have received the *Collected Works of Witness Lee*. Since each church has their own DMS account, payment for all publications are made through their respective accounts for each separate church. The house where both churches meet corporately on the first Lord's day of the month displays the Recovery Bible and New Testament, a complete set of the LSM Life Studies, the *Collected Works of Watchman Nee*, various LSM publications, gospel tracts, and other LSM publications.

There is no Book Service group either for the church in Virginia Beach or the church in Newport News that meets on a regular basis; however, both churches fellowship closely concerning the ministry and reading schedule in the *HWMR* and the Life Study reviews. In addition, responsible brothers in each church coordinate the purchase of LSM publications for the saints in their respective churches so that both churches can generally follow the same ministry line together.

The leading brothers of the church in Virginia Beach and the church in Newport News all realize the importance of the Ministry publications for assisting the saints to grow in life and to come to the full knowledge of the truth for the building up of the Body of Christ. In addition, there is an increased recognition for the saints in Virginia Beach and in Newport News of the need to obtain, review, digest, and assimilate all publications that will help them increase their time in the Word, in the Spirit, and in fellowship with the Body of Christ that they may grow Christ, exhibit Christ, and be found in Christ in their daily walk. The Book Service for the churches in Virginia Beach and Newport News is in an embryonic state but is being revived to assist the saints in obtaining the publications that will help them come to the full knowledge of the truth, grow in life, and practice a vital church life. The saints in both churches are beginning to read more of the LSM publications individually, in small groups, and corporately each month. We anticipate that the leading and responsible brothers of the churches in Virginia Beach and in Newport News will increase the emphasis of the Book Service in the coming year and that the saints will have a growing appetite for these publications.